PROPERTY OF:_____

Virginia Livestock Premises Identification Registration

- Fully compliant with National Animal Identification System (NAIS) livestock premise registration requirements
- All livestock owners are requested to register premises where any livestock is housed or pastured
- Premise identification numbers will be required to purchase USDA Animal Identification Numbers (AIN) that will be available sometime after July 2005
- The process will provide both a business account number and premise I.D. number(s)
- A single business account may register multiple premises
- For assistance e-mail prem.id@vdacs.virginia.gov or call (804) 692-0601
- The instructions below describe the information required and the information needed for a livestock owner to complete a web based self –registration of a livestock premise. Completing this form prior to registration will make the process faster and less stressful
- Most cursor <Clicks> are at lower right corner or page you are completing
- You may log on to the system at any time using your user name and password to review, edit, or update your information

Go to www.vdacs.virginia.gov

<Click> Regulatory Services (3rd picture across top)

<Click> Animal Health (Left column: 3rd from bottom)

<Click> here (bottom line in brown box on upper right). Connects you to the registration system

<Click> New Users Register Here (First Time Users: top Rectangle)

Account Setup: Welcome
<Click> Next

Instructions for following fields:

- Tab key can be used to move to next field on line or to the next line
- *(red) Indicates information that must be completed
- The system will provide instructions when there are errors. Always read red error instructions.

Who are you?
Name: First_____ Middle Initial_____Last_____

Business Name :_____(Re-enter your name if do not have business name)

Alternate Contact:
- Not required unless <click> check mark in box to remove the check
- May be spouse, partner, neighbor

Name: First_____ Middle Initial_____Last_____

<Click> Next

Primary mailing address:
- Business Address: Address where the business receives mail

Street Address: _____ (Use additional lines as needed)

_____

Town/City: _____

Country: _____ (Select from list "USA" already entered)

State: _____ (Select from drop down list)

Zip Code :_____(5 or 9 digits)

County :_____(Select from list. System does not verify. Be accurate)

System will match the address you entered to a U.S. Postal Address and ask you if the Postal address is correct.
<Click> Circle before yes is address is accurate
<Click> Circle before no if the postal address is not accurate and you want to use the address that you entered
<Click> Next

How is business organized?
Use cursor to highlight business type: Incorporated Company, State or Federal Government entity, Individual, Limited Liability Company, Limited Liability Partnership, Non-Profit Organization

<Click> Next

Type of Business:
<Click> Boxes of all types of production units that apply to your business. Most Producers click first box—production unit
<Click> Next

How do we get in touch with you?
- Must enter a phone number to proceed
- Enter up to 4 numbers per account

<Click> Arrow beside box to enter number type for drop down menu of number types
<Click> Type of number to be entered

Enter e-mail address_____ (Not mandatory. Used for registration verification)
<Click> Next

Security Access:
- 8 to 12 letters and/or characters
- Case and space sensitive

Record all security information on your work sheet exactly as entered for future use!
User ID: __ __ __ __ __ __ __ __ __ __ __ __ **(RECORD)**

Password: __ __ __ __ __ __ __ __ __ __ __ **(RECORD)**

Confirm Password: __ __ __ __ __ __ __ __ __ __ __ **(RECORD)**

<Click>Drop down menu to select password recovery question
Type in answer to question (Record answer here _____)

<Click> Next

Account Setup Summary Page. Summarizes information entered to this point.

<Click> Print to print this page for your records (Notice that page does not include your password or the recovery question answer. Please write them in for your records)

<Click> Next

Register Premise: Address Confirmation
- Will not accept address that does not match U.S. Postal address
- Will not accept a P.O. Box
- Asks if you are registering a livestock premise at the same street address as your business account

<Click>Same (If address is same)
<Click> Different (If address is different)

Register Premise: Validate Address
- Compare the address you entered (expect minor differences: capitalization, abbreviations, spacing)

<Click> Next (If address matches)
<Click> Back (If address is different and you made a mistake)
<Click> Address Conflict (If you provided a correct address that does not match the address found by the Postal Service)
- → System will take you to a screen that prepares an e-mail to the help desk to describe your problem. Someone from VDACS will make contact by e-mail or telephone to resolve your problem.

Register Premise: Enter Details
Enter Name/Description: _____ (Home place, heifer farm, Naff farm)
Premise Type <Click> (select)
<Click> All boxes that apply (Production unit for most producers)
<Click> Done (At bottom of drop down box)

Species <Click> (select)
<Click> boxes corresponding to all species that are on the premise regardless of number—Bovine, Camelid, etc
<Click> Done (At bottom of drop down box)

County _____ (Name of county where premise is located Select from drop down menu)

Legal land description does not apply in Virginia

GPS Coordinate (Lat/Long) The system will find and fill in this information for most addresses in counties with 911 compliant emergency systems.

<Click> Degrees (Puts latitude and longitude in desired format)

Register Premise: Confirmation (Show summary of information entered about premise)
<Click> Back (If you need to change the information that you see in the summary)
<Click Finish (If information is correct)

Register Premise: Summary
Shows Premise I.D. Number _____(Record: distinguish between numbers and letters), premise information
<Click> Print (If you want to print the premise summary for your records)
<Click> Register Next Premise (If you want to register another premise under this business account)
<Click> Done (If you are finished)